

# Meeting Minutes – October 19, 2009

**Meeting Attended By:** All group members

1. Agenda
  - a. Introduction to wiki
  - b. Determine when to meet with Kids Up Front (KUF)
  - c. Introduction to Kids Up Front
    - i. Email from Kids Up Front
2. Introduction to the Wiki
  - a. <http://wiki.ucalgary.ca>
  - b. Omar will put up a PowerPoint/Word document regarding how to use the wiki
  - c. Can also consult the Wikipedia help page  
([http://en.wikipedia.org/wiki/Wikipedia:How\\_to\\_edit\\_a\\_page](http://en.wikipedia.org/wiki/Wikipedia:How_to_edit_a_page))
3. When to meet Kids Up Front
  - a. Meeting with KUF will be delayed until the week of October 26, 2009
  - b. Meeting times:
    - i. First Choice – Friday afternoon @ 2 pm
    - ii. Second Choice – Thursday afternoon @ 1 pm
4. What is our group doing?
  - i. Will be figured out next group meeting
  - ii. Need to ask professor regarding project requirements
5. Kids Up Front
  - a. Need to determine:
    - i. Workflow – how do tickets actually get from the donors to the recipients? Do they go through the office?
    - ii. Organization appears to be overwhelmed by the logistics and paperwork involved, preventing expansion of the organization
    - iii. Website is very passive – you go there for information, not to *do* anything
    - iv. Organization has a database
  - b. What information should we get from the organization?
    - i. What is limiting growth of the organization?
    - ii. Can we see exactly what your workflow is (ie. If I donate two tickets to a Flames game, what happens?)
6. For Next Week
  - a. Determine project requirements/guidelines/what are we doing????
  - b. Each person analyses a component of the KUF website for next Monday:
    - i. Lara: Letters from the kids/Programs
    - ii. Omar: Calgary Homepage/What's New
    - iii. Sanya: Make a Donation/Sponsors and Partners

- iv. Brianna: Main page/Contact Us
- v. Jing: Mission, Vision, and Guiding Principle